



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

AUG 22 1997

Aaron S. Archambo, Treasurer  
Washington County Republican Committee  
P.O. Box 109  
Bartlesville, OK 74005

Identification Number: C00021048

Reference: 30 Day Post-General (10/1/96-11/25/96) and Year End (11/26/96-12/31/96) Reports

Dear Mr. Archambo:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report discloses limited payments for administrative expenses. Each committee utilizing separate federal and non-federal accounts is required to allocate any administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD derived from FEC Schedule H1. A Schedule H1 must be filed with the first FEC FORM 3X submitted each year. 11 CFR §106.5(d)

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please provide the necessary information regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in cursive script that reads "Andrew Dodson". The signature is written in dark ink and is positioned above the printed name.

Andrew J. Dodson  
Senior Reports Analyst  
Reports Analysis Division